

RD AN No. 4144 (1944-I)  
February 13, 2006

SUBJECT: Indirect Costing – Self-Help Technical Assistance Grants  
Interagency Agreement between Rural Housing Service and  
the United States Department of the Interior

TO: All State Directors  
Rural Development

ATTN: Rural Housing Program Directors

**PURPOSE/INTENDED OUTCOME:**

The purpose of this Administrative Notice (AN) is to provide guidance concerning the subject Interagency Agreement. The Interagency Agreement provides information to meet the requirements of RD Instruction 1944-I, “Self Help Technical Assistance Grants.”

**COMPARISON WITH PREVIOUS AN:**

This replaces RD AN No. 4020 (1944-I) dated November 24, 2004, which expired November 30, 2005.

**IMPLEMENTATION RESPONSIBILITIES:**

This AN should serve as notice that the cognizant Agency will remain The United States Department of the Interior (DOI). The Agency entered into a new Interagency Agreement, effective October 1, 2005. The agreement provides for DOI to serve as the cognizant

EXPIRATION DATE: February 28, 2007

FILING INSTRUCTIONS:  
Preceding RD Instruction 1944-I

Agency for establishing indirect cost determinations for Section 523 Self-Help Technical Assistance Grants. It is the responsibility of each grantee that receives funds from multiple sources to either receive approval of its cost allocation method or have an indirect cost rate established.

Grantees have been informed that they may request assistance from DOI in preparing their indirect cost proposals. Grantees may visit the DOI web site at [www.nbc.gov/icshome.html](http://www.nbc.gov/icshome.html) for detailed information and guidance on preparation of Indirect Cost Proposals. Grantees should be encouraged to take advantage of this very useful tool. Grantees requesting funding during the period of this agreement should be advised to prepare and submit proposals to DOI within 90 days of grant closing or provide a copy of its approved indirect cost rate to the Agency within 30 days of grant closing.

Under the terms of the Interagency Agreement, Rural Development State Offices having self help grantees are to notify DOI National Business Center regarding grantees that do not have Government approval of their cost allocation plans or have not had their indirect cost rates approved by a Federal cognizant Agency. The contact information is as follows:

Deborah Moberly, Indirect Cost Coordinator  
Voice: (916) 566-7105  
Email: [deborah\\_a\\_moberly@nbc.gov](mailto:deborah_a_moberly@nbc.gov)

U. S. Department of the Interior  
National Business Center  
Indirect Cost Services  
2180 Harvard Street, Suite 430  
Sacramento, CA 95815  
Fax: (916) 566-7110

For questions pertaining to this AN, please contact Debra S. Mangrum, Senior Loan Specialist for the Single Family Housing Direct Loan Division at (202) 720-1366.

*(Signed by Russell T. Davis)*

RUSSELL T. DAVIS  
Administrator  
Housing and Community Facilities Programs